Preserve

7

G. R. S. IX-5]

Previous references.

File No. 63

1917.

Serial Nos. 1 – 8

(E. Ag.)

Later references.

E. Ag. Sep. 81-2

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1 – 8

Part B for September 1917.

SUBJECT.

Inspection Rules.

---

20. The chief Commandant Mysore State Troops

G.O. no 4 5-5 - E. Ag. 63 - 15 dated 27th Sept 1917

Sanctions for the offices & establishments of the military department.

W D 88—GPB—50,000—21-7-18

Wanted 20/10

2

G. R. S. 11] 1915.

GENERAL AND REVENUE SECRETARIAT.

(E.A.B.)

NOTES.

File No. 43-14.

FILE HEADING.

Systematic inspection of offices.

From

The Chief Commandant Mysore State Troops

No. 1800 Dated 21.8.15. Received 27.8.15

Diary No. 238 | Enclos. nil Spare Copies. | Serial No. 241

BRIEF ABSTRACT OF LETTER.

Submits proposals for the inspection of the offices subordinate to him and states that the standard lists of questions for inspection are under scrutiny and will be sent up early.

NOTES AND ORDERS.

The Ch: commdt: does not say anything about his own office. Yet enquiring is perhaps a

Filed
Regd
28/8

Done
MM
31/8

NOTES—First Sheet.

GPB-20,000—8-8-14

R. S. 12]

General and Revenue Secretariat.

File No. of 191 .

Serial No.	
2	To The Chief Commandant. No 390/G.A.R. 1/9/15. Requests him to submit proposals for the inspection of his own office also.
3	From do. No 6655 R 7/9/15. Submits a list of questions for the inspection of his office together with a draft addenda proposed to be inserted in his office Manual; Regarding inspection.

2 Submitted with the file re. Office Manual for the Chief Commandant's Office. (Linked file).

3 The list of questions now sent up relates only to the Chief Commandant's office. It seems too general. A few additions required are noted in a separate sheet attached.

4 The Chief Commandant has not sent up lists of questions for the

Contn. sheet.

GPB—20,000—30-6-15.

[G. R. S. 12]

General and Revenue Secretariat. | File No. of 191 .

Serial No.

Subordinate offices (Vide para 4 of this letter No 1900 dt 21/8/15 & Not).

5 Br V may be consulted on the questions proposed for the Chief Commandant's office. The addenda to the office manual may be made after the inspection questions are approved.

Hm 15/1/16

6 To Br V for favour of remarks

RMM 15/1/16

Sub 3

7 ~~[illegible]~~ The proposed addition to rule 5 does not seem suitable as it relates to sns cases while the rule itself relates to arrear cases.

8 Regarding the proposed addition to rule 15 – the first sentence is superfluous (vide last sentence in rule 2) and the 2nd and 3rd sentences may perhaps be added to rule 2 at the end.

9 The other amendments proposed seem all right.

Mol 752-15 c

The distinction between sns cases & arrear cases is not observed outside the Sectt. All unanswered cases whether pending in the office or reply from subordinate offices are included in the statement. The addition is therefore all right.

RMM

This may be omitted

RMM

NOTE—Contn. sheet.

GPB—20,000—30-6-16.

3 5

md 752-15

G. R. S. 12]

General and Revenue Secretariat.

S. A. S. File No. 63 of 191 .

Serial No.

10 The following further additions and alterations are also suggested for consideration:-

(1) The last sentence in rule 19 may be altered as indicated in pencil.

(2) The following may be added as clause (2) to rule 20:-

" Are the pension applications disposed of promptly? ~~How many are~~ What is the number pending at the time of inspection? Are the reasons for non-disposal satisfactory?

3/5. Br VII.

3/5-16

11 Please put up a draft order approving of the proposals with modifications proposed by this Branch and Br V

4/5

12 The list of questions has been modified accordingly and a draft order is put up.

20/5

13 Please put up a typed copy of revised rules

22/5

Typed copy Rules

14 For orders

Extraordinary number

28/5

NOTE—Contn. sheet.

GPB—20,000—30-6-15

G. R. S. 12]

General and Revenue Secretariat. | E&AG File No. 63. of 191 .

Serial No.

15 Draft approved by the Extraordinary member.
2.6.16. [illegible]

16 Issue [illegible] 5/6
The G.O. has been sent to Press for print
Reminder to Ch: Constt: re inspection questions for subordinate offices is
Filed [illegible] 6/6/16
17 Issue [illegible] 6/6.
Reminder of 6-6-1916.

Proof corrected and sent to Press on 30.6.16

4 P.O. No: 63-4-E&AG of 30th June 1916 sanctioning inspection rules for the office of the Chief constt: Mysore State Troops.

18 Send file & copy of G.O to Br V for infn. No firm to be noted [illegible] 7/7/16

19 Copy of the G.O. taken & the file returned.

[illegible] 11/7 [illegible] 11/7/16

To Br VIII

Reminder on 12-8-16
Ch: Constt's reply of 23.8.16 stating that the draft proposals will be submitted forthwith
Filed [illegible] 29/8/16
[illegible] 30/8/16

NOTE—Contn. sheet.

5
7

G. R. S. 12]

General and Revenue Secretariat. | E.A.G. File No. 63 of 191 .

Serial No.

5 Ch: Comdt's letter No: 2133 of the 4th Sept 1916 forwarding draft of a set of questions for the insp: of the Offices subordinate to the Chief Comdt:

1) The regts: comprise all the 7 Offices subordinate to the Chief Comdt: viz,

2 Cavalry regiments
3 Infantry do
I. S. D. Corps. x
1 Mily Stores.

2) The Chief Comdt's proposals as to who should inspect & when are contained in his letter of the 21st August 1915 (Sl 1 in the file) x

Flag U

3) With regards to these insps., the time of the year has not been specifically stated. In this connection, it may be mentioned that a half-yearly stock taking in the Mily Stores by the Insptr: has been prescribed in G.O. No: 1107-8/Mily 52-12-9 of the 23rd July 15, x

Flag V

and an independent verification of stock at least once a year by the Personal asst: to the Chief Comdt: soon after the close of the year, the result being reported to Govt: by the end of July. It is a question whether the detailed insp: may be made along with the stock-taking or some other

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | EAG File No. 63. of 191 .

Serial No.

intervening period.

23 The Gns: have been framed on the lines approved for the Chief Comdt's Office. A gn: regarding the maintenance of the minute book has been added in pencil.

Hay W.

Subd
13/9/16. 24 Please put up a draft G.O on the lines of the CC's proposals.

MC 353-16 D 16/9/16
C

The inspection of the Stores may advantageously be combined with the annual verification of stock by P.A to C.C.

MCL
14/9

25

Put up (pair of t)

Subd
15/9. 26 To Br V for pl aware of opinion.

MCL
16/9

MSR

Subd 27

There appear seems to be no objection to adopt the course suggested above.

Please arrange papers number paragraphs & where in the paragraphs proposals & decisions are found. MCL

16/9 VIII

Wf 16/9/16

Subd
16/9.

attend to Subd
MSR

MSR

NOTE—Contn. sheet.

RuR 725-10

79

G. R. S. 12]

General and Revenue Secretariat. G Ag File No. 63 of 191 .

Serial No.

26 A draft order approving of the C.C's proposals is put up for favour of consideration. As regards the inspection of the C.C's office, orders have already been issued (vide flag W and paragraph 15 of these notes). The present draft refers to the inspection of subordinate offices & Estts.

Extraordinary Member) N Madhavan 21/9/16.

29 Among the subordinate offices, Kunigal and Hesserghatta Grass Farm are not included. It will perhaps be better to incorporate the questions intended for the inspection of these offices also, as the general questions with respect to these offices will almost be the same.

23.9.16.

30 Draft to C.C. calling for proposals in respect of the offices of the A.M. depts & the two farms is shown here

2/10/16

Letter No. 63-Ag. of the 7th Oct 1916 calling

6 for insp: qns: in respect of the Agr. depts. & the two farms under his control.

E—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat.

E & Ag File No. 63 of 191

Serial No.

Reminded 21/4/17
do 29/6/17
From the Chief Commandant, Mysore State Troops.
Letter No. 7/H.O. 14-15 & 3. 7.17
7 forwarding proposals for the periodical inspection of the Kunigal Stud Farm and the Hessarghatta Grass Farm.

The questions will be scrutinised and submitted.

per 6/7

Subd for ord 5-7

The Chief Commandant has submitted a list of questions for his inspection of the offices of the Kunigal Stud Farm and the Hessarghatta Grass Farms. He has not stated when and by whom the inspection should be made.

For the other subordinate offices under his control he has already proposed inspection questions (Vide Sl. No 5).

Subd with a ~~draft order~~ consolidated list of questions for all the subordinate offices of the Military Deptt.

11/7/17

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat. | G Dy File No. 63 of 191 .

Serial No.

33 The accompanying Consolidated proposals for the inspection of the Subordinate Offices of the Military Departments are forwarded with compliments to the Chief Commandant Imperial State Troops for favour of scrutiny and remarks.

A 2. The Officers by whom, and the period during which, the Offices attached to the Kunigal Stud Farm and the Hessarghatta Grass Farm are to be inspected may be briefly indicated in the Statement together with information as to whom the Report should be submitted in each case.

By order

N Nag Rao Rao
For Secretary to Govt,
General Deptt.

Recd 14/7/17

P.T.O.

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat. | E.A.G. File No. 63 of 191 .

Serial No.

VIII 1917

GEN. & REV. SECRETARIAT. VIII. E. AUDIT. 1 SEP 1917

37 Statement filed herewith. J. Dermaphy Lt Colonel S. Morris
Bangalore. 29/8/17

38 Submit with a draft order. Typed DO 2/9
MW 3/9/17 Typed draft submd.
MW 3/9/17 There is a standing order regarding the taking of stock at the Mily Stores. This may also be referred to in the Remarks Column & the order put up. 5/9/17

40 Copy of G.O. No 57781-2/Military 97-16-2 & 9/12/16 re Stock-taking in the Military Stores is put up. 41 A draft order, following the proposals of the Chief Commandant, is put up for approval or other instructions.
MW 6/9/17

Press on 12-9-17

Secretary (Secretary) 6/9/17

226 7.9.17

NOTE—Contn. sheet.

Done 10/9

G. R. S. III-2]

General and Revenue Secretariat. | S.115 File No. 63 of 1917.

Serial No.	
8	Gp. no. 455-E.A.-7. 63-15 dy 27-5-1917 Sanctions inspn rules for the offices and estabts of the Military Deptt.

NOTE—Contn. sheet.

D.no. 238/2-A.
27-8-15

File 43 No 14.
82-24.

No. 1800

Office of the Chief Commandant,
Mysore State Troops,
Bangalore dated 24th August 1915.

DIARY No. 1840

19 -19
SECTION
FILE No.
SERIAL No.

From

Lt.Colonel.A.A.Jones I.A.,
Offg.Chief Commandant,
Mysore State Troops.

To

D.M.Narasinga Rao Esq.B.A.B.L.,
Offg.Secretary to Govt of H.H.the Maharaja

Sir,

With reference to para 5 of Government Order No.G.10870--10918/E.A.43-14-1 dated 10th April 1915 and your reminders --- thereon, I have the honor to state as follows:-

1. The Military Stores being under the direct control of the Chi-ef Commandant will be inspected by the Chief Commandant or Personal Assistant once a year in detail and twice a year or oftener by the Superintendent himself.

2. The Regimental offices of the two cavalry and 3 Infantry Regiments as well as their detachments in the District Head -- Quarters shall be inspected indetail by the Chief Commandant or the Personal Assistant once a year and by the Commandants themselves twice a year or oftener when required.

3. The Officers Commarding detachments will likewise inspect their own offices once a year in detail and also inspect the out posts at taluq etc at least twice a year. As there is very little of offi-ce work proper in out posts the inspection will be chiefly in regard to the executive work of the men detailed at the out posts.

4. The standard lists of questions for the inspection of the several offices are being scrutinised and will be sent

up to Government shortly.

I have the honor to be,

Sir,

Your most obedient servant,

Lt.Col.

Offg.Chief Commandant,

Mysore State Troops.

G. R. S. 26]

SUBJECT: Requesting for proposals for the inspection of his own office

Diary No. of letter replied to 238/E.A.

Section E-A
File No. 43-14
Serial No. 25a

General and Revenue Secretariat
( )
, the 191 .

No. 390/E.A.

Date of issue 1-9-18

Signed by M. N. Madhadeva

To
The Hy. Ch. Comsh.
Mysore State Troops,

Sir,

With ref.ce to your letter 18:1800 of the 21st inst. in re inspection of offices, I am directed to ~~observe~~ request that ~~no mention is made~~ proposals may be submitted in the letter ~~under ref.~~, re. -garding your ~~own~~ office which has also to be inspected periodically as

over.

required by para 1 of the
Govt: order and to request
to be favored with necessary
proposals for the same.

I have &c.

MWS

Sd/ Gen. Secy

Note
28/8/15.

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14

W. D. 0911—GPB—1,500—17-9-15

C. C. O. 3]

OFFICE OF THE CHIEF COMMANDANT,
MYSORE STATE TROOPS,

Dated Bangalore, the 1st January 1916.

Address. Postal: Window delivery, No. 13, Bangalore.
Telegraphic: "Statroops" Bangalore.

No. 6655
Enc. 2

FROM R.Puttannah Esq.B.A.B.L.,
Personal Assistant,
to *Chief Commandant, Mysore State Troops,*
in charge of current duties, *Bangalore.*

To D.M.Narasinga Rao Esq.B.A.B.L.,
Secretary to Govt of H.H.the Maharaja
of Mysore General Department.

Sir,

With reference to your reminder No.1042/E.A.dated 14th December 1915, I have the honor to forward herewith a draft of the addenda, proposed to be inserted in this Office Manual, providing for a detailed Annual inspection referred to together with a list of q-uestions to be answered at such inspections, as requested.

I have the honor to be,
Sir,
Your most obedient servant,

Personal Assistant,
to Chief Commandant,
Mysore State Troops,
In charge of current duties.

Rules for the periodical inspection ~~Addenda to the Office manual~~ of the Chief Commandant's Office.

Add as a Fresh paragraph under "General distribution of work-(17 a)

Detailed Inspection of the Office.

~~19 (a)~~ 1 The Office, and the system of the Office work will be inspected in detail by the Chief Commandant at least once in a year some time between 1st January and 1st March. The standard list of questions relating to the points requiring the attention of the Inspecting Officer, is given in the Appendix. A report in the form [illegible] the [illegible] of each inspection

~~(b)~~ 2 In connection with this detailed inspection- an Inspection Minute Book will be kept up for noting the remarks of the Officer. The notes will be written on half margin the other half being used for recording the measures taken to carry out the orders passed. This book shall be in the custody of the Head --- Clerk and shall not be removed from the Office.

OFFICE OF THE CHIEF COMMANDANT MYSORE STATE TROOPS

Bangalore
6 January 1916

Personal Assistant
to the Chief Commandant
Mysore State Troops &c.

Memo of questions for the inspection of the office of the Chief Commandant of the Work State Troops.

1. Name of inspecting officer with designation
2. Duration of inspection { Date commenced / Date concluded
3. Previous inspection { Date / Name of inspecting officer

Appendix F.

Standard list of question to be answered at the detailed inspection of the Chief Commandant's Office.

Corrections

1. Condition of the Office premises. Is the accommodation provided for the Officers, officials, and records sufficient?. Are the rooms well ventilated and kept clean and tidy?.

2. Is the Office furniture sufficient to meet the requirements and is it maintained in a serviceable condition?. Is a correct inventory of the furniture kept up to date?.

3. Is the attendance Register properly maintained, and are the rules prescribed in the Manual, in this connection duly observed?.

4. Is a work distribution list maintained in each branch of the Office and is this properly adhered to?.

5. Are arrear lists submitted to Officers regularly? Are these lists scrutinised carefully and reminders issued promptly, whenever necessary? If the work is particularly in arrears or generally heavy in any branch what are the remedies proposed?.

6. Are the Type-writers and accessories clean and in good order?

7. Is the despatching of papers done promptly and care-fully? Is the service stamp account maintained correctly?.

8. Are the "FROM" and "TO" Registers written up-to-date? Are the cross references noted therein properly?.

9. Are the suspense, current and old records preserved carefully, securely and in good order?.

10. Are the lists of files maintained up to date?.

11. When was the last batch of unserviceable records destroyed? Are these duly entered in the Register kept for the

the purpose?.

12. Are the lists of returns etc due from, and to, this Office, maintained up to date?. Are the ~~following~~ returns submitted punctually? How many and what returns were overdue at the time of inspection?

13. Are the Registers relating to the Cavalry and Infantry Regiments and pensions kept up to date?.

14. Are the books and maps preserved carefully? And is the account connected therewith maintained correctly?.

15. Are the account books of Stationery articles etc maintained carefully? When was the stock actually checked last? And with what result? Are correct samples of printed forms kept up; are these brought up to date?.

16 Is a complete set of the standing orders of Govt. relating to the work of each branch of the Dept. in a bound volume with a table of contents and index? Is a similar file of departmental circulars maintained?

17. Is the cash book written up to date; Does the actual cash on hand agree with the book balance?.

18. Are the following cheque books kept in proper custody?.

(1) Retiring Fund Account cheque book
(2) Public Works Department Fund cheque book
(3) Personal Deposit cheque book.

19. Is the expenditure incurred on account of contingencies billed for regularly every month?. Are the memos with orders and the vouchers relating to these preserved properly?.

20. Are the acquittance rolls and Travelling allowance bill copy books maintained up-to-date? And are the disbursements made ~~therein~~ promptly and stamped receipts obtained where necessary?

21. Are the service registers of officials and servants, and the schedules of Office establishment carefully maintained and preserved?. Is the gradation list of officials kept corrected up to date?. Are the pension applications disposed of promptly? What is the number pending at the time of inspection? Are the reasons for non-disposal satisfactory?

22. Are the account and bill Books relating to the following Funds written up to date and are the connected vouchers properly filed?.

5

1.Chanda Fund.
2.Retiring Fund Cavalry.
3. -do- Infantry
4.Manure Fund.
5.Cloth Surplus Fund.
6.Equipment account.
7.Woollens recovery account.
8.Public Work Department Funds.

23 Is particular attention paid to the audit ob-jections raised by the Comptroller in the Civil and Public Work Departments what steps are taken to prevent the recurrence of such errors?.

24. Is the scruting of the bills and accounts received from the Subordinate offices satisfactorily carried out?.

25. Are all the officials and servants fully employed?. Is the work particluarly heavy or light in any case?.

26. Is the general efficiency of the whole staff well maintained? what improvements have suggested themselves in the course of inspection? whether the improvements if any, suggested in previous inspection notes have been proper carried out?.

Personal Assistant,
to Chief Commandant,
Mysore State Troops,
In charge of current duties.

OFFICE OF THE CHIEF COMMANDANT
MYSORE STATE TROOPS

Bangalore
6 January 1916

G.R.S. 28]

E.A.G. File No. 63-4
Serial No. 4

Diary No. of letter replied to

GENERAL AND REVENUE SECRETARIAT.
( )

, the 191 .

Date of issue 30. 6. 1916.

Signed by S. Shamanna

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

Letter No.6655 dated the 7th January 1916 from the Chief Commandant, Mysore State Troops, submitting draft rules for the detailed annual inspection of his office as required in G.O.No. ~~ORDER THEREON.—No.~~ 10870-918-E.A.43-14-1 dated the 10th April 1915.

Order thereon No. 63-4 E.A.G. dated 5-16

The Chief Commandant will as proposed inspect the work of his office in detail once a year some time between 1st

over.

SUBJECT.

1st January and 1st March and submit a report to Government on the result of each inspection in the prescribed form.

2. The rules are revised and approved as hereunder. They will, as suggested, be included in the office manual.

Secretary to Government,
General Department.

2.6.16.

To the Chief Commandant
Mysore State Troops.
Copy to Br E.

N&W 5/9/16

WD 0353—GPB—1,000—5.7.16

24

8180:5

C. C. O. 3]

Address.

OFFICE OF THE CHIEF COMMANDANT,
MYSORE STATE TROOPS,

Dated Bangalore, the 4th September 1916.

Postal: Window delivery,
No. 13, Bangalore.

Telegraphic: "Statroops"
Bangalore.

No. 2733
Enc. 1

BEN. & REV. SEC.
15 SEP 1916

FROM

Colonel.J.Desaraj Urs C.I.E., M.V.O.,

Chief Commandant, Mysore State Troops,
Bangalore.

To

D.M.Narasinga Rao Esq.B.A.B.L.,
Sec-retary to Govt of H.H.the Maharaja
of Mysore General Department,Bangalore.

Sir,

With reference to your letter No.53/E.A.G.dated 6th June 1916, I have the honor to forward herewith for the approval of Govern--ment a draft of a set of questions proposed to be answered at the --- inspection of the Office-s subordinate to the Chief Commandant as requested.

I have the honor to be,
Sir,
Your most obedient servant,

J Desarajlu

Colonel.
Chief Commandant,
Mysore State Troops.

GJB

25.

G. R. S. 26]

File No.
E. A. Serial No. 63.
6

Diary No. of letter replied to .....

No. 63-E. A.

General and Revenue Secretariat
( )
, the 191 .

To

The Chief Commissioner
in Mysore State Troops

Date of issue 7-10-1916

Signed by M. N. Madhava Rao

Sir,

According to correspondence ending with your letter No. 2133 of the 4th Sept. 16, in regard arrangements for the periodical inspection of the Several Offices subordinate to you, I am directed to observe that the proposals do not include the offices of the Amrutmahal Dept.

over.

SUBJECT.

and the Municipal Study
Grass farms and to request
you to be so good as to
send up similar proposals
in respect of these also
early, to enable the issue
of a consolidated order
covering all the subordinate
offices under your control.

I have &c

AW

for Secy to Govt.

Secy to Govt

WPL
2/10/16

List of enclosures

Copied by

Examined by

GPB—20,000—10-10-14

27

M. S. 5]

GBPM—1,100—5-6-16

From

No. 7 Enc 2
H.O. 14-15.

4 JUL 1917

GEN. & REV. SECRETARIAT VIII E. A. 4 JUL

THE CHIEF COMMANDANT,
MYSORE STATE TROOPS.

To

The Secretary to Government,
General Department,
BANGALORE.

Dated, Bangalore, the 3 July 1917.

SIR,

I have the honor to forward herewith my proposals for the Peri cal Inspection of the Kunigal Stud Farm and the Hesserghatta Grass Farm, as desired in your letter No:63/E.A.G. dated the 20th April 1

I have the honor to be
Sir,
Your most obedient servant
J Desmond
Colonel,
Chief Commandant,
Mysore State Troops
BSR

28

G.R.S. 28]

Inspection Rules for the Subordinate Offices of the Military Dept

File No. 63

Serial No. 8

Diary No. of letter replied to

GENERAL AND REVENUE SECRETARIAT.

( )

, the 191 .

Date of issue 4-10-17

Signed by Sir N. Madhava Rao,

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

Correspondence ending with letter No.7/H.O.14-15 dated the 3rd July 1917 from the Chief Commandant, Mysore State Troops, submitting proposals for the periodical inspection of the subordinate offices and establishments under his control.

ORDER THEREON.—No.

2. Memo dated the 29th August 1917 from the same officer on the subject.

Order No.415/E.A.6375 27th Septr 1917.

over. The

SUBJECT.

GPB—50,000—1-12-12

The following arrangements for the periodical inspection of the offices and establishments of the Military Department are approved:-

Name of office	Inspecting officer.	Frequency of inspection.	To whom the inspection report should be subd.
1. Regimental offices of the two Cavalry & three Infantry Regts including detachments at Distt Headquarters & the I.S.T.C.	1. Chief Commandant or his Personal Assistant.	Once a year	Government
	2. The Commandants of the Regiments.	Twice a year or oftener when required.	Chief Commandant
2. Offices attached to detachments.	Officers commanding detachments.	Once a year	-do-
3. Outposts at Taluks, etc.	-do-	Twice a year	-do-
4. Military Stores.	1. Chief Commandant or his Personal Assistant.	Once a year	Government
	2. Superintendent of Stores.	Twice a year or oftener.	Chief Commandant
5. Kunigal Stud Farm	1. Chief Commandant or Asstt deputed by him.	Once a year at least.	Government
6. Hessarghatta Grass Farm.	2. Superintendents and Farm Asstts	Twice a year	Chief Commandant

2. The accompanying Memorandum contains some specific points to which the attention of the inspecting officers should be directed in inspecting the offices referred to.

Secretary to Government,
General Department.

To

The Chief Commandant, Mysore State Troops.

Proposals for the periodical inspection of the subordinate offices of the Military Department.

Name of office or establishment.	Inspecting officer	Frequency of inspection.	To whom the report should be submitted.
1. Regimental offices of the two Cavalry & three Infantry Regiments including detachments at Distt Headquarters & the Imperial Service Transport Corps.	1. Chief Commandant or his Personal Assistant. 2. Respective Commandants.	Once a year Twice a year or oftener when required	All reports to be submitted to the Chief Commandant for orders
2. Offices attached to Detachments.	Officers commanding Detachments.	Once a year	
3. Outposts at Taluks, etc.	-do-	Twice a year	
4. Military Stores	1. Chief Commandant or his Personal Assistant. 2. Superintendent of Stores.	Once a year Twice a year or oftener.	
5. Kunigal Stud Farm. 6. Hessarghatta Grass Farm.	1. Chief Comdt or Asst or deputed officer Ditto 2. Superintendent Stud & Farm Asst	once ~~Twice~~ a year at least Twice a year	

Memo of questions for the Inspection
of the Office of the 31
Hesserghatta Grass Farm.

---

1. Name of Inspecting Officer with designation.

2. Duration of Inspection

Date commenced

Date concluded

3. Previous Inspection - Date

Name of Inspecting Officer.

Extra questions. for the Hesserghatta grass Farm only

34 ✗ 1. Is the grass stock book maintained correctly? Was the stock on hand on the 1st of July weighed and checked by the Farm Assistant with the book balance and with what result?

35 ✗ 2. Is the nominal roll of grass cutters properly kept?

36 ✗ 3. Are their wages properly distributed every week?

37 ✗ 4. Is the Register of tools and plants &c., in the Farm correctly maintained?

✓ 5. Is the accomodation provided for the Officers and officials ,and records sufficient? Are the rooms well ventilated and kept clean and tidy?

✓ 6. Is the Office furniture sufficient to meet the requirements; and is it maintained in a serviceable condition? Is a correct inventory of the furniture kept up to date?

✓ 7. Is the attendance register properly maintained; and are the general rules of

attendance duly observed?

8.Is a work distribution list kept and adhered to? Are all the Officials fully employed; or is the work particularly heavy on any official?

9.Are monthly lists of unanswered references submitted to Chief Commandant regularly? If the work is particularly in arrears or generally heavy, what remedy is needed?

10.Is the despatch of papers done promptly and carefully?

11.Are the "From" and "To" Registers written up to date?Are the cross references noted therein correctly?

12.Are the current and old records preserved carefully,securely and in good order?

13.When was the last batch of unserviceable records destroyed?

14.Is a list of returns &c.,due to the Chief Commandant maintained up to date? Are the returns submitted punctually? What returns are over due at the time of inspection?

15.Are account books of receipt or purchase, and expenditure of Stationery correctly maintained?When was the Stock actually checked last by a responsible Officer and with what result?Is a correct set of sample forms maintained upto date?

16.Is the file of Standing Orders of Government,and Circular Orders issued by the Chief Commandant maintained upto date

17.Is the cash book written upto date? Does the actual cash on hand agree with

Is it forthcoming?

15 25.Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

16 26.Are there any long standing advances made out of the Office imprest,awaiting adjustment? Details may be furnished.

27.Are all charges incurred on account of contingencies entered in the contingent register from day to day? (Vide Article 81 of the Civil Account Code). Are totals struck at the end of the month?

28.Are all contingent charges incurred under due authority,sanction of higher authorities being obtained where necessary?

14 29.Is the expenditure kept within the Budget grants?

17 30.Are salary bills prepared with reference to the attendance register,leave register and Office Order book?Are drafts of the pay bills maintained?

31.Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs.20/-? Is the register examined every month by the Farm Assistant?

32.Are the bills and payments posted in the cash book?

18 33.Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

JD 19 34.Is necessary sanction obtained for drawing the pay or allowance of incumbents of appointments requiring sanction of the higher authorities?

55

20 35. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

21 36. Are drafts of the office travelling allowance bills maintained in a register,

J Desmyttes
Colonel,

Chief Commandant,

Mysore State Troops.

BR

Memo of questions for the Inspection of the Office of the Kunigal Stud Farm.

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1. Name of Inspecting Officer with designation.
2. Duration of Inspection
   Date commenced
   Date concluded
3. Previous Inspection - Date
   Name of Inspecting Officer.

Extra questions. for the Office of the Kunigal Stud Farm

1. Are the marginally noted live-stock accounts maintained properly?
2. Are the stock and store accounts maintained as per rules laid down in the Account Rules for the management of the Mysore Government Stud Farm at Kunigal?
3. Is the Cataloghe of books of the Library maintained up to date?
4. What are the periodicals received in the Farm and are they preserved.... properly for reference?
5. Are the following Registers maintained properly?
   (1) Register of carts, implements, furniture &c.
   (2) Register of stock medicines.
   (3) Register of surgical instruments and appliances.
   (4) Register of Miscellaneous articles.

x. 1. Register of Horses.
2. Stallion Register.
3. Broodmare Register.
4. Foal Register.
5. Register of arrivals & departure.
6. Register of Births & deaths.
7. Stallions weight Register.
8. Foals weight Register.
9. Register of Mares covered.
10. Register of animals injured.
11. Register of animals sent out of the Farm.
12. Register of cattle at the Farm.
13. Daily Register of sick horses treated in the Farm Hospital.

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(5)Adjustment Register of Kulthi.

(6)Nominal roll of syces and labourers.

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6.Are the stalls in the Stables kept neat and tidy? Is there sufficient accomodation for the live-stock kept in the Stud Farm?

7.Is the accomodation provided for the Officers,officials and records sufficient? Are the rooms well ventilated and kept clean and tidy?

8.Is the Office furniture sufficient to meet the requirements and is it maintained in a serviceable condition? Is a correct inventory of the furniture kept up to date?

9.Is the attendance register properly maintained; and are the General .... rules of attendance duly observed?

10.Is a work distribution list maintained and adhered to? Are all the Officials fully employed or is the work particularly heavy on any official?

11.Are monthly lists of unanswered references submitted to the Chief Commandant regularly?If the work is particularly in arrears or generally heavy, what remedy is needed?

12.Is the despatch of papers done promptly and carefully?

13.Are the "From" and "To" Registers written up to date?Are the cross.... references noted therein correctly?

14.Are the current and old records preserved carefully,securely and in

JD

good order?

15. When was the last batch of unserviceable records destroyed?

16. Is a list of returns &c., due to the Chief Commandant maintained up to date? Are the returns submitted punctually? What returns are over due at the time of inspection?

17. Are account books of receipt or purchase, and expenditure of Stationery ..... correctly maintained? When was the Stock actually checked last by a responsible Officer and with what result. Is a correct set of sample forms maintained up to date?

18. Is a file of Standing Orders of Government and Circular Orders issued by the Chief Commandant maintained up to date?

19. Is the cash book written up to date? Does the actual cash on hand agree with the book balance? Are the cash balance statements sent up to the Chief Commandant regularly every month?

20. Is the expenditure incurred on account of contingencies billed for regularly .... every month? Are any such bills in arrears at the time of inspection?

21. Are proper records maintained for the disbursement of pay, travelling allowance &c., drawn from Treasury? What amount ..... remained undisbursed at the time of inspection and for what reasons?

22. Are the service registers of officials and servants and the schedules of establishment carefully maintained and preserved?

23. Is particular attention paid to the audit objections raised by the Comptroller;

and what steps are taken to prevent the recurrence of such errors?

24. Is the General efficiency of the staff well maintained? What improvements have suggested themselves in the course of inspection? Whether any..... improvements suggested in previous notes have been carried out?

Cash and Contingencies.

25. Are the following registers maintained?

(1) Cash book.

(2) General Ledger or classified abstract of the monthly totals of the Cash book.

(3) Contingent Register..

(4) Order Book for contingent charges.

26. What is the amount of permanent advance held by the Office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

27. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

28. Are there any long standing advances made out of the Office imprest, awaiting adjustment? Details may be furnished?

29. Are all charges incurred on account of contingencies entered in the contin-gent register from day to day? (Vide Article 81 of the Civil Account Code). Are totals struck at the end of the

month?

30. Are all contingent charges incurred under due authority, sanction of ..... higher authorities being obtained ..... where necessary?

31. Is the expenditure kept within the Budget grant?

32. Are salary bills prepared with .... reference to the attendance Register, leave register and Office Order book? Are drafts of the pay bills maintained

33. Is a acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs.20/-? Is the register examined every month by the Superintendent?

34. Are the bills and payments posted in the cash book?

35. Is undisbursed pay short drawn .... invariably in the payn bill of the next month?

36. Is necessary sanction obtained for drawing the pay or allowances of ..... incumbents of appointments requiring sanction of the higher authorities?

37. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

38. Are drafts of the Office travelling allowance bills maintained in a ..... register,

J D Campbell

Colonel,

Chief Commandant,
Mysore State Troops.

Appendix

Memo of questions for the inspection of the Offices of the Commandants of (2) Cavalry and (3) Infantry Regiments and the Imperial Service Transport Corps and also of the Military Stores.

=====

1. Name of Inspecting Officer with designation.

2. Duration of Inspection

Date commenced

Date concluded

3. Previous inspection - Date

Name of Inspecting Officer

Q-uestions.

General (For all the 7 Offices).

1. Is the accommodation provided for the Officers, officials and records sufficient. Are the rooms well ventilated and kept clean and tidy.

2. Is the Office furniture sufficient to meet the requirements and is it maintained in a serviceable condition. Is a correct inventory of the furniture kept up to date. Are the type-writers (if any) kept in good condition.

3. Is the attendance register properly maintained and are the General rules of attendance duly observed.

4. Is a work distribution list maintained and adhered to? Are all the officials fully employed? or is the work particularly heavy on any official?

5. Are arrear lists maintained and submitted to Chief Commandant regularly. If the work is particularly in arrears or generally heavy what remedy is needed?.

6. Is the despatch of papers done promptly and carefully.

7. Are the "From" and "To" Registers written upto date? Are the cross references noted therein correctly.

8. Are the current and old records preserved carefully, securely

and in good order.

9. When was the last batch of unserviceable records destroyed

10. Is a list of returns etc due to the Chief Commandant mai-ntai-ned upto date? Are the returns submitted punctually, what returns are over due at the time of inspection.

11. Are account Books of receipt or purchase, and expenditure of Stationery correctly maintained, when was the Stock actually checked last by a responsible Officer and with what result. Is a correct set of sample forms maintained upto date?.

12. Is a file of Standing Orders of Government and of the Chief Commandant maintained upto date.

13. Is the cash book written upto date? Does the actual cash on hand agree with the book Balance? ~~Are~~ Is the cash balance statement sent up to Chief Commandant regularly every month?

14. Is the expenditure incurred on account of contingencies billed for regularly every month? Are any such bills in arrears at the ti me of inspection?

15. Are proper records maintained for the disbursement of Pay, Travelling allowance etc drawn from Treasury? what amount remained undisbursed at the time of inspection and for what reasons?

16. Are the service Registers of Officials and servants and the schedules of establishment carefully maintained and preserved.

17. Is prompt particular attention paid to the audit object-ions raised by the Comptroller and what steps are taken to prevent the recurrence of such errors.

18. Is the General efficiency of the staff well maintained? what improvements have suggested themselves in the course of inspection? (Whether any improvements suggested in previous notes have been carried out?) 19. Is an inspn: minute book maintained as laid down in Go. No: 108 70-918/E.A. 03-10-1 of the 20th April 1915 and are all points arising out of inspn: & requiring action duly noted therein? Do many of the points noted during previous inspections remain unattended to yet, if so, why?

Extra Questions for the Regiments only.

19 20. Is the Regimental order book properly maintained.

20. Is the long Roll of men written upto date. Are the following books maintained correctly.

(1) General Defaulter Book
(2) Sheet rolls of combatants.ranks.

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(3) Gradation list of Officer & Non-commissioned Officer

(4)Leave ledger

(5)Recruit roll Book

(6)Register of horses, ponies etc (mounted units only)

(7) Ammunition Account Book.

21. Is the Dress account with the Stores and with the Squadron or companies (both free and Payment issues) maintained. correctly? Is the individual dress ledger posted upto date?.

22. Are the following Fund Accounts kept up correctly?

1.Manure or litter Fund

2.House Rent account } Except I.S.Transport Corps

3.Retiring Fund Account Fund }

4.Horse Chanda Fund } Cavalry

5.Forge Fund }

6.Mule Chanda Fund ——— I.S. Lancers only.

Extra Question for (Mounted units and Military Stores)

23. What precautions are taken for the prevention of fire in the Regimental Stores (1) near the magazine, (2) near fodder stocks.

(For Military Stores only)

24. When was the Store stock of articles verified in detail. and with what results?.

25. Are the arrangements for the preservation of the --- different kinds of articles in the Stores satisfactory? Are the instructions issued in this connection duly observed?

26. What precautions are taken for the safe custody of the Store stock? Are any of these issued without the knowledge of the Superintendent? Is the guarding of the Stores premises --- efficient both by day and at night?.

OFFICE OF THE CHIEF COMMANDANT MYSORE STATE TROOPS

Bangalore
2 - 8 - 1947

J. C. Griffiths
Colonel.
Chief Commandant,
Mysore State Troops.

M.V.

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Government of His Highness the Maharaja of Mysore.

General and Revenue Departments.

OFFICE OF THE SUPERINTENDENT
No. 1797
BANGALORE 13.9.17
GOVERNMENT PRESS

No.455/E.A.G.63-15. dated September 1917.

Prop
WD
Very urgent
Pol 12/9
12-9-17

Inspection Rules

Sanctions ~~Approves~~ - for the offices and establishments of the Military Department.

Press copy

N. Narasimha Rao
For Secy to Govt, Genl Dept.

Two clean proofs may be sent very early as this has to issue in print.

11/9/17

Proceedings of the Government of His Highness
the Maharaja of Mysore.

Read:-

Correspondence ending with letter No. 7/H.O.14-15 dated the 3rd July 1917 from the Chief Commandant, Mysore State Troops, submitting proposals for the periodical inspection of the subordinate offices and establishments under his control.

2. Memo dated the 29th August 1917 from the same officer on the subject.

Order No. dated September 1917.

The following arrangements for the periodical inspection of the offices and establishments of the Military Department are approved:-

Name of office or establishment.	Inspecting officer	Frequency of inspection.	To whom the inspn report should be submitted.
1. Regimental offices of the two Cavalry & three Infantry Regiments including detachments at District headquarters and the I.S.T.C.	1.Chief Commandant or his Personal Assistant.	Once a year	Government
	2.The Commandants of the Regiments.	Twice a year or oftener when required.	Chief Commandant.
2. Offices attached to detachments.	Officers commanding detachments.	Once a year	-do-
3. Outposts at Taluks, etc.	-do-	Twice a year	-do-
4.Military Stores.	1.Chief Commandant, or his Personal Assistant.	Once a year	Government
	2.Superintendent of Stores.	Twice a year or oftener.	Chief Commandant.
5.Kunigal Stud Farm 6.Hessarghatta Grass Farm.	1.Chief Commandant or Assistant deputed by him.	Once a year at least	Government
	2.Superintendents and Farm Assistants.	Twice a year	Chief Commandant.

2. The accompanying memorandum contains some specific points to which the attention of the inspecting officers should be directed in inspecting the offices referred to.

C.S.Balasundaram Iyer
Secretary to Government,
General Department.

To

The Chief Commandant, Mysore State Troops.

List of questions for the periodical inspection of the offices of the Commandants of two Cavalry and three Infantry Regiments and the Imperial Service Transport Corps and also of the Military Stores, the Hessarghatta Grass Farm and the Kunigal Stud Farm.

-----oOo-----

1. Name of inspecting officer with designation.

2. Duration of inspection-

   Date commenced

   Date concluded.

3. Previous inspection-

   Date.

   Name of inspecting officer.

QUESTIONS.

General (for all the ~~seven~~ five offices).

1. Is the accommodation provided for the officers, officials and records sufficient ? Are the rooms ~~xxdx~~ well ventilated and kept clean and tidy ?

2. Is the office furniture sufficient to meet the requirements and is it maintained in a serviceable condition? Is a correct inventory of the furniture kept up to date? Are the typewriters, if any, kept in good condition?

3. Is the attendance register properly maintained and are the general rules of attendance duly observed ?

4. Is a work-distribution list maintained and adhered to? Are all the officials fully employed or is the work particularly heavy on any official ?

5. Are arrear lists maintained and submitted

submitted to Chief Commandant regularly? If the work is particulaly in arrears or generally heavy, what remedy is needed?

6. Is the despatch of papers done promptly and carefully?

7. Are the "From" and "To" registers written up to date? Are the cross reference noted therein correctly?

8. Are the current and old records preserved carefully, securely and in good order?

9. When was the last batch of unservuceable records destroyed?

10. Is a list of returns, etc., due to the Chief Commandant maintained up to date? Are the returns submitted punctually; how many and what returns are over-due at the time of inspection?

11. Are account books of receipt or purchase, and expenditure of stationery correctly maintained; when was the stock actually checked last by a responsible officer and with what result? Is a correct set of sample forms maintained up to date?

12. Is a file of Standing Orders of Government and of the Chief Commandant maintained up to date?

Cash & Contingencies.

13. Are the following registers maintained

(1) Cash Book.

(2) General Ledger or Classified Abstract of the monthly totals of the Cash Book.

(3) Contingent Register.

(4) Order Book for contingent charges.

14. What is the amount of permanent advance held by the office? Is an account of it correctly kept ? What is the balance on hand? Is it forthcoming ?

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15. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

16. Are there any long-standing advances made out of the office imprest - awaiting adjustment? Details may be furnished.

17. Are all charges incurred on account of contingencies entered in the contingent register from day to day? (Vide article 81 of the Civil Account Code). Are totals struck at the end of the month?

18. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

19. Is the expenditure kept withing the Budget grants?

20. Are salary bills prepared with - reference to the attendance register, leave register and office order book ? Are drafts of the pay bills maintained?

21. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken thereim? Is a stamped receipt obtained for payments of over Rs.20 ? Is the register examined every month by the Head of the Office?

22. Are the bills and payments posted in the cash book ?

23. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

24. Is necessary sanction obtained for drawing the pay or allowance of incumbents of appointments requiring sanction of the higher authorities?

25. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

26. Are drafts of the office travelling allowance bills maintained in a register?

27. Is prompt attention paid to the audit objections raised by the Comptroller and what steps are taken to prevent the recurrence of such errors.

28. Are the service registers of officials and servants and the schedules of establishment carefully maintained and preserved?

29. Is the general efficiency of the staff well maintained? What improvements have suggested themselves in the course of inspection?

30. Is an Inspection Minute Book maintained as laid down in Govt. Order No.10870-918/E.A.43-14-1 dated the 10th April 1915, and are all points arising out of inspection and requiring action duly noted therein? Do any of the points noted during previous inspections remain unattended to yet; if so, why?

Extra questions for the Regiments only.

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31. Is the Regimental Order Book properly maintained?

32. Is the long roll of men written up to date? Are the following books maintained correctly?

(1) General Defaulter Book.

(2) Sheet rolls of combatant ranks.

(3) Gradation list of officers and non-commissioned officers.

(4) Leave Ledger.

(5) Recruit roll book.

(6) Register of horses, ponies, etc. (mounted units only).

(7) Ammunition Account book

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33. Is the dress account with the stores and with the squadron or companies (both free and payment issues) - maintained corresctly? Is the -- individual dress ledger posted up to date?

34. Are the following Fund Accounts kept up correctly?

(1) Manure or Litter Fund.

(2) House rent account fund) Except
(3) Retiring fund account) I.S.T. Corps.

(4) Horse Chanda Fund)
(5) Forge Fund) Cavalry.

(6) Mule Chanda Fund.) I.S.Lancers only.

Extra questions for Mounted Units and Military Stores.

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35. What precautions are taken for the prevention of fire in the Regimental stores (1) near the magazine, (2) near fodder stocks?

Extra questions for Military Stores.

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36. ~~When was~~ When was the Store stock of articles verified in detail and ~~with what result~~? ~~as Report Sub to Govt~~ (Vide G.O. No 57781-2/Mil 97-16-2 9/12/15

37. Are the arrangements for the preservation of the different kinds of articles in the Stores satisfactory? Are the instructions issued in this connection duly observed?

38. What precautions are taken for the safe-custody of the Store stock? Are any of these issued without the knowledge of the Superintendent? Is the guarding of the Store premises efficient both by day and night?

Extra questions for the Hessarghatta Grass Farm only.

Extra questions for the Hessarghatta Grass Farm only.

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39. Is the grass stock book maintained correctly? Was the stock on hand on the 1st July weighed and checked by the Farm Assistant with the book balance and with what result?

40. Is the nominal roll of grass cutters properly kept?

41. Are their wages properly distributed every week?

42. Is the register of tools and plant etc. in the Farm correctly maintained?

Extra questions for the office of the Kunigal Stud Farm.

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43. Are the marginally noted live-stock accounts maintained properly ?

44. Are the stock and store accounts maintained as per rules laid down in the account rules for the -- management of the Mysore Government Stud Farm at Kunigal?

45. Is the catalogue of books of the Library maintained up to date?

46. What are the periodicals received in the Farm and are they preserved properly for reference?

Are the following registers maintained properly?

(1) Register of carts, implements, furniture, etc.
(2) Register of stock medicines.
(3) Register of surgical instruments and appliances.
(4) Register of Miscellaneous articles.
(5) Adjustment register of Kulthi..
(6) Nominal roll of syces and labourers.

1. Register of Horses.
2. Stallion Register.
3. Brood mare Register.
4. Foal Register.
5. Register of arrivals and departures.
6. Register of Births & Deaths.
7. Stallions weight register.
8. Foals do. — do. —
9. Register of Mares covered.
10. Register of animals injured.
11. -do- -do- sent out of the Farm.
12. Register of Cattle at the Farm.
13. Daily register of sick horses treated in the Farm Hospital.

48. Are the stalls in the Stables kept neat and tidy? Is there sufficient accommodation for the live-stock kept in the Stud Farm?

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Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 455—E. A. G. 63-15, dated 27th September 1917

Inspection Rules.

Sanctions — for the offices and establishments of the Military Department.

WD A594 —GPB—10 10-17—250

No. 455—E. A. G., 63-15, DATED 27TH SEPTEMBER 1917.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Correspondence ending with letter No. 7—H. O. 14-15, dated the 3rd July 1917, from the Chief Commandant, Mysore State Troops, submitting proposals for the periodical inspection of the subordinate offices and establishments under his control.

2. Memo dated the 29th August 1917, from the same officer on the subject.

Order No. 455—E. A. G. 63-15, dated 27th September 1917.

The following arrangements for the periodical inspection of the offices and establishments of the Military Department are approved :—

Name of office or establishment	Inspecting officer	Frequency of inspection	To whom the inspection report should be submitted.
1. Regimental offices of the two Cavalry and three Infantry Regiments including detachments at District headquarters and the Imperial Service Transport Corps.	1. Chief Commandant or his Personal Assistant.	Once a year ...	Government.
	2. The Commandants of the Regiments.	Twice a year or oftener when required.	Chief Commandant.
2. Offices attached to detachments.	Officers commanding detachments.	Once a year ...	Do
3. Outposts at Taluks, etc.	Do ...	Twice a year ...	Do
4. Military Stores ...	1. Chief Commandant, or his Personal Assistant.	Once a year ..	Government.
	2. Superintendent of Stores.	Twice a year or oftener.	Chief Commandant.
5. Kunigal Stud Farm	1. Chief Commandant or Assistant deputed by him.	Once a year at least	Government.
6. Hessarghatta Grass Farm.	2. Superintendents and Farm Assistants.	Twice a year ...	Chief Commandant.

2. The accompanying memorandum contains some specific points to which the attention of inspecting officers should be directed in inspecting the offices referred to.

C. S. BALASUNDARAM IYER,
Secy. to Govt., Gen. Dept.

To—The Chief Commandant, Mysore State Troops.

Exd.—C. R.

No. 455—E. A. G. 63-15, DATED 27TH SEPTEMBER 1917.

List of questions for the periodical inspection of the offices of the Commandants of the two Cavalry and three Infantry Regiments and the Imperial Service Transport Corps and also of the Military Stores, the Hessarghatta Grass Farm and the Kunigal Stud Farm.

1. Name of inspecting officer with designation.....

2. Duration of inspection { Date commenced..... / Date concluded.....

3. Previous inspection { Date ..... / Name of inspecting officer.....

QUESTIONS.

GENERAL (FOR ALL OFFICES).

1. Is the accommodation provided for the officers, officials and records sufficient? Are the rooms well ventilated and kept clean and tidy?

2. Is the office furniture sufficient to meet the requirements and is it maintained in a serviceable condition? Is a correct inventory of the furniture kept up-to-date? Are the typewriters, if any, kept in good condition?

3. Is the attendance register properly maintained and are the general rules of attendance duly observed?

4. Is a work-distribution list maintained and adhered to? Are all the officials fully employed or is the work particularly heavy on any official?

5. Are arrear lists maintained and submitted to Chief Commandant regularly? If the work is particulaly in arrears or generally heavy, what remedy is needed?

6. Is the despatch of papers done promptly and carefully?

7. Are the "From" and "To" registers written up-to-date? Are the cross references noted therein correctly?

8. Are the current and old records preserved carefully, securely and in good order?

9. When was the last batch of unserviceable records destroyed?

10. Is a list of returns, etc., due to the Chief Commandant maintained up-to-date? Are the returns submitted punctually; how many and what returns are over-due at the time of inspection?

11. Are account books of receipt or purchase, and expenditure of stationery correctly maintained? When was the stock actually checked last by a responsible officer and with what result? Is a correct set of sample forms maintained up-to-date?

12. Is a file of Standing Orders of Government and of the Chief Commandant maintained up-to-date?

No. 455—E. A. G. 63-15, DATED 27TH SEPTEMBER 1917.

CASH AND CONTINGENCIES.

13. Are the following registers maintained :—

(1) Cash Book.
(2) General Ledger or Classified Abstract of the monthly totals of the Cash Book.
(3) Contingent Register.
(4) Order Book for contingent charges.

14. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

15. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

16. Are there any long standing advances made out of the office imprest awaiting adjustment? Details may be furnished.

17. Are all charges incurred on account of contingencies entered in the contingent register from day to day? (*Vide* Article 81 of the Civil Account Code). Are totals struck at the end of the month?

18. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

19. Is the expenditure kept within the Budget grants?

20. Are salary bills prepared with reference to the attendance register, leave register, and office order book? Are drafts of the pay bills maintained?

21. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the Head of the office?

22. Are the bills and payments posted in the cash book?

23. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

24. Is necessary sanction obtained for drawing the pay or allowance of incumbents of appointments requiring sanction of the higher authorities?

25. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

26. Are drafts of the office travelling allowance bills maintained in a register?

27. Is prompt attention paid to the audit objections raised by the Comptroller and what steps are taken to prevent the recurrence of such errors?

28. Are the service registers of officials and servants and the schedules of establishment carefully maintained and preserved?

29. Is the general efficiency of the staff well maintained? What improvements have suggested themselves in the course of inspection?

No. 455—E. A. G. 63-15, DATED 27TH SEPTEMBER 1917.

30. Is an Inspection Minute Book maintained as laid down in Government Order No. 10870-918—E. A. 43-14-1, dated the 10th April 1915, and are all points arising out of inspection and requiring action duly noted therein? Do any of the points noted during previous inspections remain unattended to yet, if so, why?

SUPPLEMENTAL QUESTIONS (FOR THE REGIMENTS ONLY).

31 Is the Regimental Order Book properly maintained?

32. Is the long roll of men written up-to-date? Are the following books maintained correctly?

(1) General Defaulter Book.
(2) Sheet rolls of combatant ranks.
(3) Gradation list of officers and non-commissioned officers.
(4) Leave Ledger.
(5) Recruit Roll Book.
(6) Register of Horses, Ponies, etc., (mounted units only.)
(7) Ammunition Account Book.

33. Is the dress account with the stores and with the squadron or companies (both free and payment issues) maintained correctly? Is the individual dress ledger posted up-to-date?

34. Are the following Fund Accounts kept up correctly?

(1) Manure or Litter Fund.	
(2) House rent account fund.	Except I. S. T. Corps.
(3) Retiring fund account	Except I. S. T. Corps.
(4) Horse Chanda Fund.	Cavalry.
(5) Forge Fund.	Cavalry.
(6) Mule Chanda Fund.	I. S. Lancers only.

SUPPLEMENTAL QUESTIONS (FOR MOUNTED UNITS AND MILITAY STORES.)

35. What precautions are taken for the prevention of fire in the Regimental Stores (1) near the magazine, (2) near fodder stock?

EXTRA QUESTIONS FOR MILITRY STORES.

36. When was the stores stock of articles verified in detail. (*Vide* G. O. No. G. 7781-2—Mily. 97-16-2, dated 9th December 1915).

37. Are the arrangements for the preservation of the different kinds of articles in the Stores satisfactory? Are the instructions issued in this connection duly observed?

38. What precautions are taken for the safe custody of the store stock? Are any of these issued without the knowledge of the Superintendent? Is the guarding of the store premises efficient both by day and night?

SUPPLEMENTAL QUESTIONS (FOR THE HESSARGHATTA GRASS FARM ONLY).

39. Is the grass stock book maintained correctly? Was the stock on hand on the 1st July weighed and checked by the Farm Assistant with the book balance and with what result?

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40. Is the nominal roll of grass cutters properly kept?

41. Are their wages properly distributed every week?

42. Is the register of tools and plant, etc., in the farm correctly maintained?

EXTRA QUESTIONS (FOR THE OFFICE OF THE KUNIGAL STUD FARM).

43. Are the following live-stock accounts maintained properly?

1. Register of Horses.
2. Stallion Register.
3. Broodmare Register.
4. Foal Register.
5. Register of arrivals and departures.
6. Register of Births and Deaths.
7. Stallions weight register.
8. Foals do do
9. Register of Mares covered.
10. Register of animals injured.
11. Do do sent out of the Farm.
12. Register of Cattle at the Farm.
13. Daily register of sick horses treated in the Farm Hospital.

44. Are the stock and store accounts maintained as per rules laid down in the account rules for the management of the Mysore Government Stud Farm at Kunigal?

45. Is the catalogue of books of the Library maintained up-to-date?

46. What are the periodicals received in the Farm and are they preserved properly for reference?

47. Are the following registers maintained properly?

(1) Register of carts, implements, furniture, etc.
(2) Register of stock medicines.
(3) Register of surgical instruments and appliances.
(4) Register of miscellaneous articles.
(5) Adjustment register of Kulthi.
(6) Nominal roll of syces and labourers.

48. Are the stalls in the stables kept neat and tidy? Is there sufficient accommodation for the live-stock kept in the Stud Farm?